# New Student & Family Programs Mission

The mission of New Student & Family Programs is to provide new undergraduate students the information and activities needed to transition smoothly to the University of North Carolina at Chapel Hill, and to promote an ongoing relationship between the parents/families of all Carolina students and the University in support of their students’ success at Carolina.

## Core Values

- **Learning:** Facilitate the student academic experience
- **Student Success:** Provide support through transitions
- **Inclusivity:** Cultivate an inclusive campus community
- **Collaboration:** Foster community connections with internal and external partners
- **Communication:** Communicate expectations, services, and resources
- **Leadership:** Promote leadership and engagement opportunities

# Project Coordinator Position Description

The Project Coordinator team is comprised of a diverse group of creative and highly-motivated Carolina students. Project Coordinators assist New Student & Family Programs in the performance of various office functions and duties. This team serves as the first line of communication for all new first-year and transfer students, as well as their family members, through various methods including, but not limited to, telephone calls, email, social media, and digital newsletters.

Project Coordinators ensure that new students and families feel supported and make a smooth transition to UNC-Chapel Hill by working with full-time staff to plan and prepare various aspects of New Student & Family operations, including but not limited to Carolina Family Weekend managing the reservation system and communicating with program participants, family members, and partners in an office and virtual setting.

# Project Coordinator Compensation

I. Project Coordinators will be paid hourly throughout the semester at rate determined by employee experience and previous NSFP employment. Hourly rate starts at $8.50.

II. The expected start and end dates for this Project Coordinator position are: ASAP – Spring 2022

III. General expected availability of this role is 8-10 hours per week, Monday to Friday with some limited weekend scheduling. More specific time requirements will be discussed in interview.

# Project Coordinator Selection Process

**Review of Application:**

Interested applicants must send the following materials to NSFP Coordinator, at dbran@email.unc.edu:

- A copy of your most up-to-date resume (not to exceed 2 pages)
- A reflective interest statement addressing the following questions (not to exceed 1,000 words):
  - What skills and experiences will you bring to the position?
  - How do you hope to assist families in transition at UNC?
- A total of three references who can speak to your strengths and areas for improvement
  - Please include their name, title, relationship to you, email address, and phone number

**Zoom Interview with NSFP Staff:**
Following submission of your application, you will be contacted via email to schedule a 30-minute Zoom interview. The interview process is designed to assess each applicant’s unique skills as they relate to the functions of NSFP and the unique responsibilities of the Summer Project Coordinator position.

Zoom interviews will take place on a **rolling basis until all positions are filled.**

**Notification:**
Following Zoom interviews, applicants will be notified of their employment status in a timely manner and if offered, must accept or decline within 24 hours.

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### Additional Questions & Information

New Student & Family Programs  
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919-962-8304